**Procedure**

How to Check Benefits in the District First Mobile App

Overview: Follow the steps below to successfully check benefits in the District First Mobile App
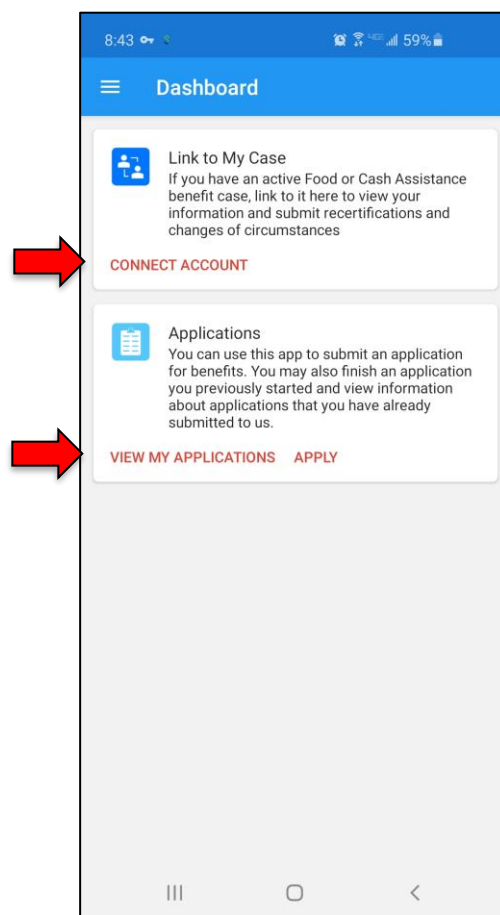
Step-by-Step:

1. User clicks "**Connect Account**" to link their District First account to their identify, if user have an existing benefit application prior to the District First Mobile App.
   a. User can click "**Submit**" to submit a new benefit application, if user does not have an existing benefit application prior to the District First Mobile App.
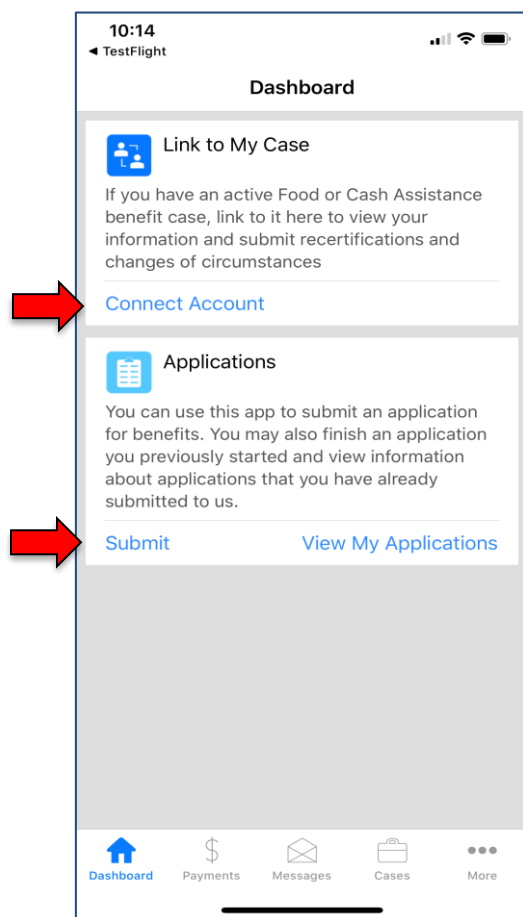
[iPhone]   [Android]

2   User will be prompted to complete a search criterion on the **Connect Account** screen.
   a.   The search criteria include:
      i.   First Name
      ii.   Last Name
      iii.   Date of Birth
      iv.   Social Security or Person ID [Person ID is a unique person identification number that can be found on all notices sent to the pre-existing user]

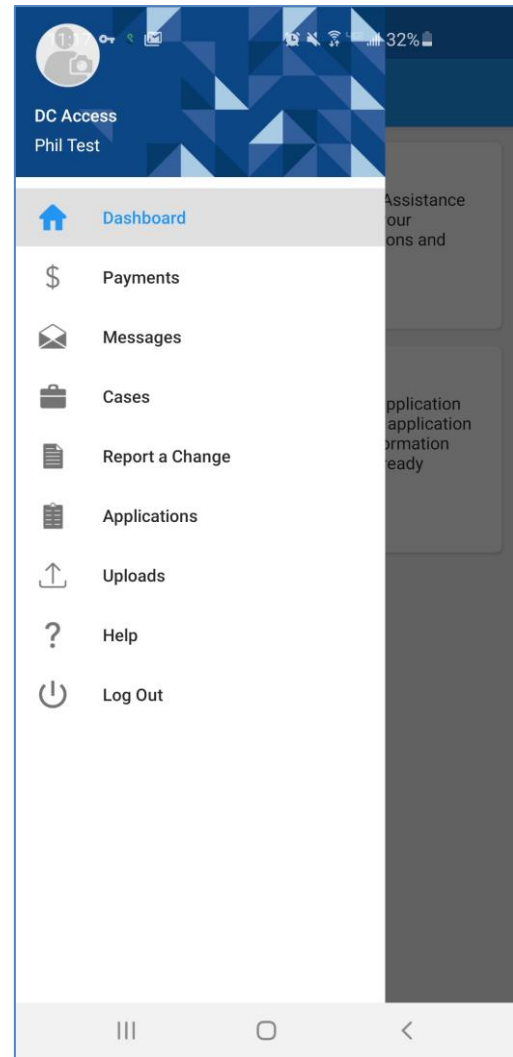[iPhone]   [Android]

3 Once complete, user will gain access to the connected dashboard.

[iPhone]
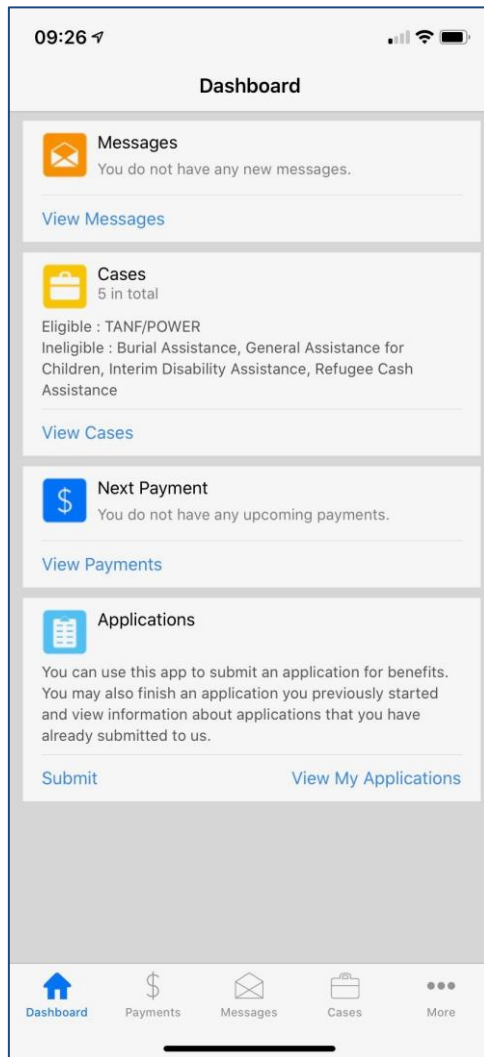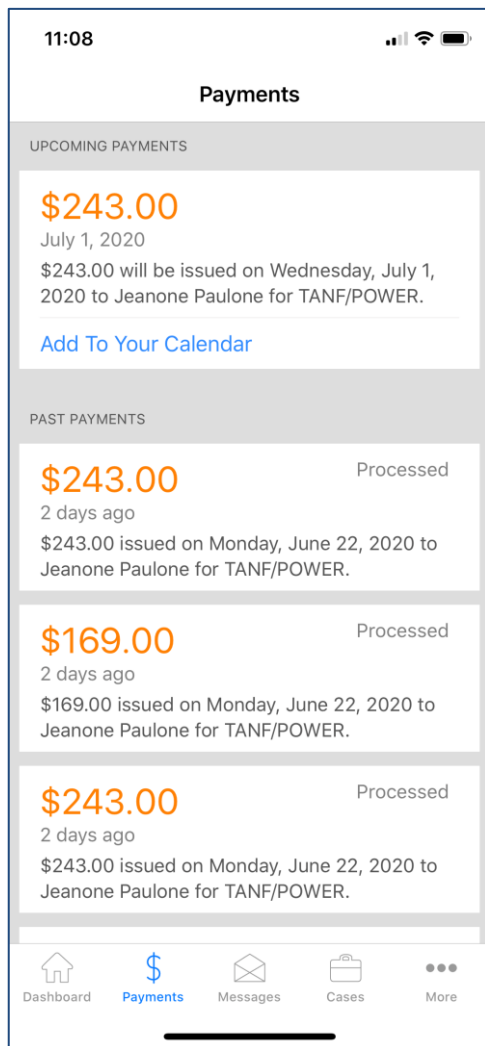
[Android]
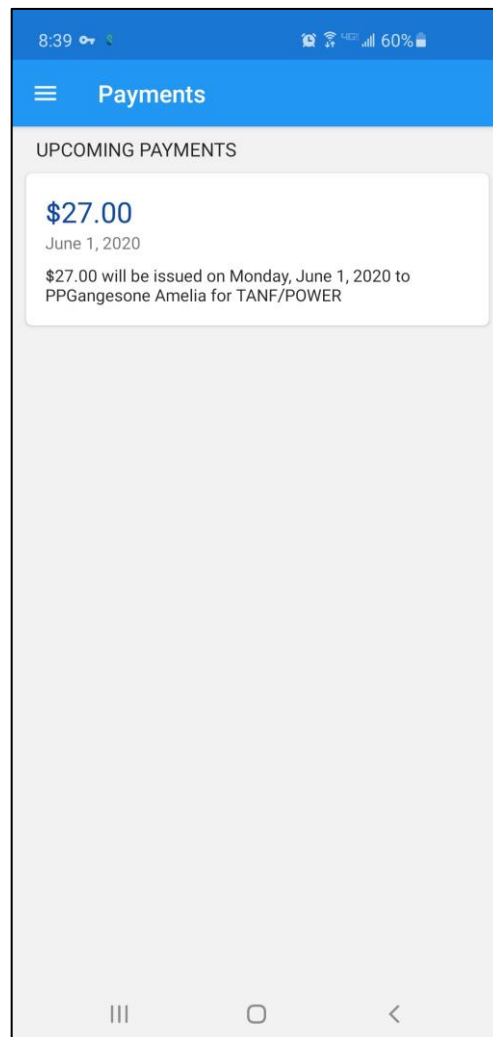
4 User can access upcoming and past payments on the **Payment** Dashboard.
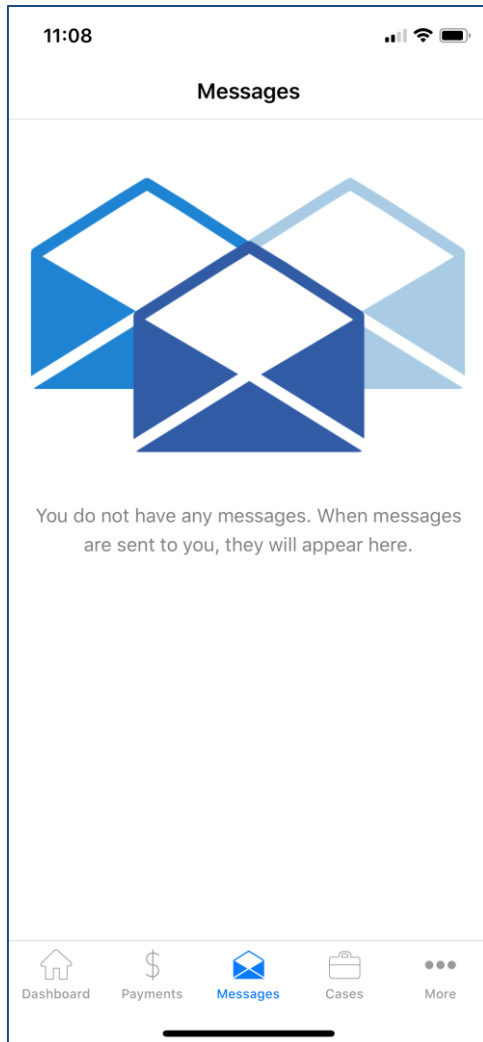
[iPhone]   [Android]
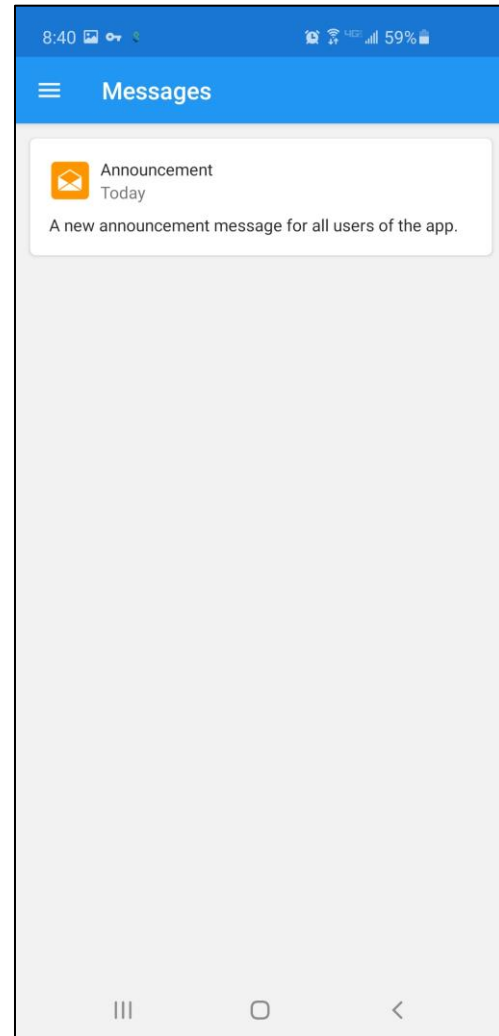
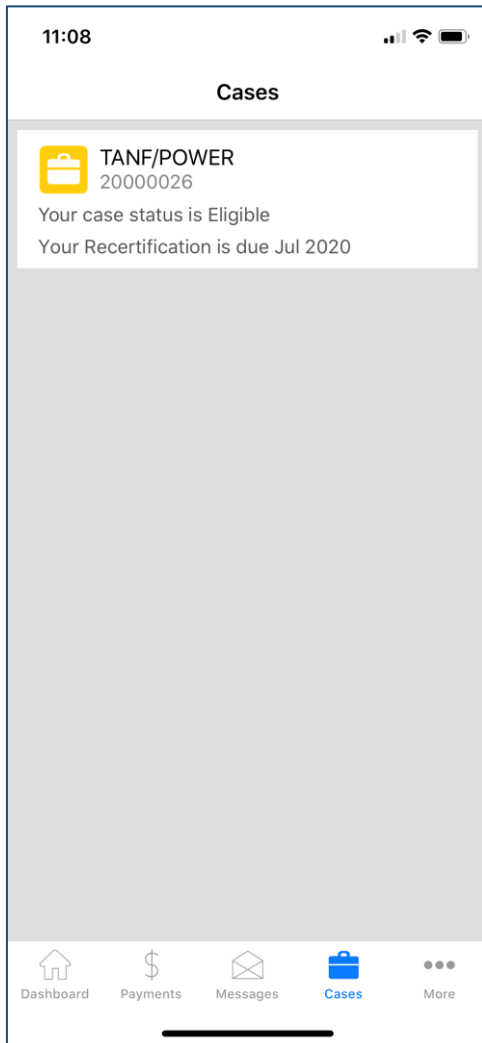**5** User can access push notifications on the **Messages** dashboard.

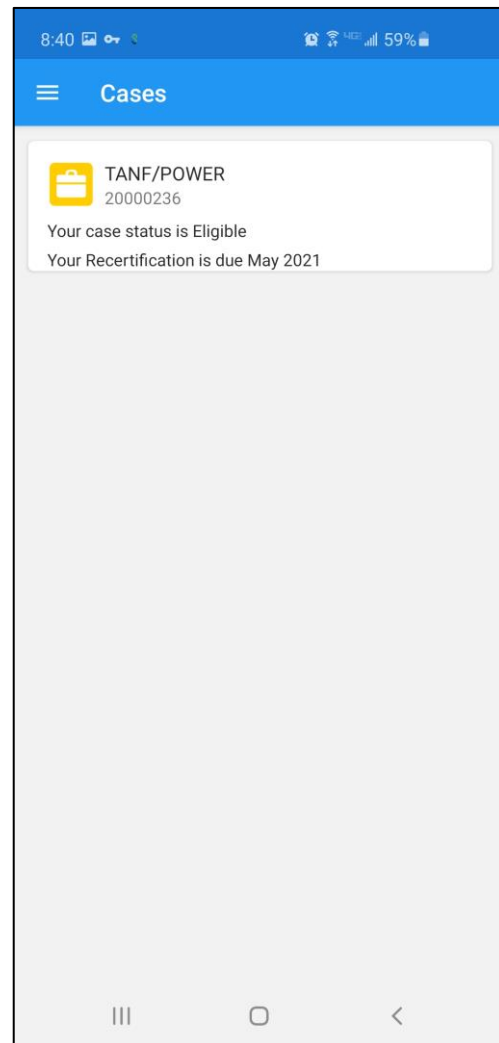[iPhone]   [Android]

6 User can view the status and recertification period of cases on the **Cases** dashboard.
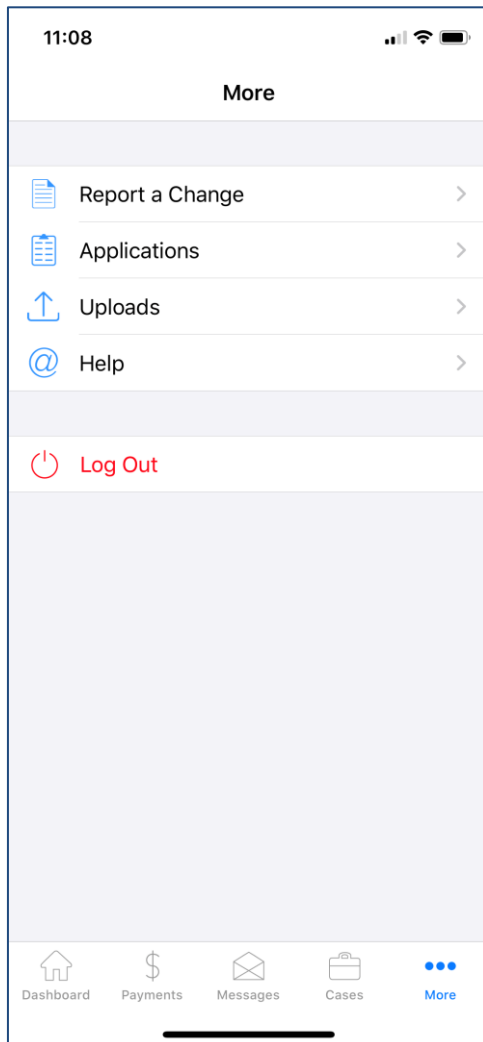
[iPhone]

[Android]

7 User can report a change, submit applications, upload documents and access help on the **More Options** dashboard.

[iPhone]

[Android]